



TOWN OF CONCORD  
141 KEYES ROAD, CONCORD, MASSACHUSETTS 01742  
TEL. (978) 318-3295  
**Zoning Board of Appeals Application Procedures**

A copy of the Zoning Board of Appeals (ZBA) Meeting schedule and the **filing deadline** for each meeting can be found on the Town of Concord website [www.concordma.gov](http://www.concordma.gov) or a copy can be obtained at the Planning Division or ZBA office. All hearings are open to the public, as required by law, and all applications submitted become public record. The applicant and/or his/her representative should plan to appear at the hearing.

**Before the ZBA Application is filed.....**

1. Review all new applications with the Building Commissioner/Zoning Enforcement Officer at least one week before the application filing deadline to ensure the application is correct, complete and clear. Applicable site plans, building plans and any required documentation should be included for this review. Allow sufficient time for this review by the Building Commissioner/Zoning Enforcement Officer prior to the Board of Appeals Application filing deadline to avoid project delays.
2. **Review the Concord Zoning Bylaw before completing the application.** Copies of the Zoning Bylaw can be viewed and/or purchased in the Building Division at 141 Keyes Road on the second floor or found on the Town of Concord website [www.concordma.gov](http://www.concordma.gov). Locate the specific sections of the bylaw that pertain to your application and enter these section numbers on the application form. Complete the "nature and justification of your request" section of the application form by specifically addressing the language found in that section of the bylaw that pertains to your application. Also, if a **special permit** is sought, reference Section 11.6 of the bylaw or if a **variance** is sought, reference Section 11.7 of the bylaw. Failure to cite or note the correct sections could cause delays for your project.
3. Fill out the Board of Appeals Application completely in accordance with these Application Procedures and the Application Checklist so that there will be no ambiguity or uncertainty as to your intent in seeking approval of your application.
4. Certain types of applications must also be submitted to other boards for their review and recommendation to the ZBA. It is your responsibility to contact the staff of those other boards to determine any additional requirements. Some examples are:
  - a. If any portion of the property is located within one of Concord's Historic Districts and your application involves any visible exterior change to the property, contact the Historic Districts Commission office directly. A Certificate of Appropriateness must be issued by the **Historic Districts Commission** before a decision will be rendered by the Zoning Board of Appeals.
  - b. If submitting an application for a special permit or variance that requires a Site Plan Review, you must also obtain a recommendation from the Planning Board. Please refer to the Planning Division Application and Site Plan Review Checklist, complete the information requested and submit the information to the **Planning Division Staff** at the same time you file with the ZBA.
  - c. If the Natural Resources Commission is required to make a recommendation on the project, contact the **Natural Resources Division Staff** directly and complete any required application prior to filing the Board of Appeals Application.

### **On the day the ZBA Application is filed.....**

1. Ten (10) copies of the application together with ten copies of all required documentation and plans are filed with the Town Clerk at the Town House at 22 Monument Square. The Town Clerk will date stamp each application, keep one copy and return nine copies to you.
2. At the same time that you file the application with the Town Clerk, submit one copy of the "Abutters List Request Form" to the Assessor's Office at 30 Monument Square in Suite 215. The Assessor's Office will calculate the number of Abutters to the property while you wait. The charge per Abutter is \$1.00 and must be paid to the Assessor's Office at that time. The Assessor's Office will later forward the list of Abutters to the ZBA Office and that Office will mail the Abutter Notices. The Assessor's staff will stamp a copy of the request form and give it back to you. This stamped copy is submitted to the Clerk for the Board of Appeals when you file your application.
3. The remaining nine copies of the application and documentation must be filed on the same day with the ZBA Clerk at 141 Keyes Road together with your check made out to the **Town of Concord** in the amount indicated on the Fee Schedule. (See below.)

### **Before the day of the ZBA Hearing.....**

Follow up with the staff of other town boards, as applicable, to ensure that their review and recommendation of the proposed project will be available before your scheduled hearing date. All necessary reviews and/or recommendations to the Board of Appeals from other town boards/staff must be available before a decision will be rendered by the Zoning Board of Appeals.

If you determine that these reviews and recommendations will not be available by the Board of Appeals scheduled hearing date, you should request a continuance of the ZBA hearing, in writing, until such other board review and recommendation is completed.

### **Make plans to attend the scheduled hearing or arrange for your representative to attend.**

#### **Fee Schedule**

Appeal Decision of the Building Inspector/Zoning Enforcement Officer	\$200.00
Special Permit (new)	\$200.00
Special Permit (renewal)	\$100.00
Fairs, bazaars, antique shows, suppers & dances (tax exempts or non-profits)	\$ 35.00
Variances	\$200.00
Comprehensive Permit	\$250.00

When filing an application for a **Comprehensive Permit**, the applicant shall also deposit with the Board a sum in the amount of **\$2,500** for projects up to and including 25 units. Such deposit shall be increased by the sum of \$50 for each additional unit over 25 units. This deposit will be utilized by the Board to defray the costs of consultants for review of the application. Any unused funds will be returned to the Applicant.

When filing an application for a **Special Permit for a Wireless Communications Facility**, the applicant shall also deposit with the Board a sum in the amount of **\$10,000** to cover the cost of a technical consultant, hired by the Town of Concord, to review the application and evaluate alternatives. Any unused funds will be returned to the Applicant.